

Application Process

You Must Successfully Complete and/or Pass the Following Steps:

Online Application – You must have a Completed Online Application on file (with all relevant documents attached) before you can proceed to take the Written Examination.

Be thorough and accurate when completing you application!

Written Examination – You must pass a written examination designed to measure the following abilities: reading comprehension, following instructions, spelling and grammar. Basic proficiency in these areas is necessary in order to be able to successfully complete the Police Academy, the DCJS Certification Examination and to be able to adequately function as a police officer. The test consists of 100 multiple choice questions (80 reading comprehension, 10 spelling and 10 grammar) a score of 70% or more is required to pass this test. One point is awarded for each correct answer.

Physical Ability and 1 1/2 Mile Run Testing – Designed to determine the applicant's abilities in performing specific job related physical activities.

- [Physical Ability Test Course](#): The applicant must successfully negotiate a course consisting of several job related tasks while following the instructions, negotiating minor obstacles, pushing, lifting and pulling. The course must be completed in accordance with the guidelines provided, in 104 seconds or less, while wearing standard issue soft body armor .This is a pass/fail test (no points)
- 1 1/2 Mile Run: This task must be completed in 14 minutes and 55 seconds or less. 14:55 = 70 points with 1 points for ever 10 seconds under the time limit (i.e.: 14:45 = 71 points, 14:35 = 72 points, ..., 9:55 or less = 100 points)

Polygraph Examination – Verifies the background data in the Personal History section of the application form. Deception noted in the areas of the automatic disqualifiers may prevent further processing. Also, attempting to interfere with the polygraph examination by the use of countermeasures (i.e. purposely altering breathing, movements, etc.) will be grounds for removal from the process.

Background Investigation – Entails obtaining and verifying information in regards to prior employment, drug use, personal references, criminal records, Division of Motor Vehicle records, and credit records:

- Applicant's background is analyzed to determine the existence of any history of criminal records.
- Data contained in the Public Safety Employment Application is verified.

Oral Review Board – Applicants are interviewed by a panel of department personnel to determine their qualifications to become police officers.

Final Selection of Recruits – The Chief of Police will make the final selection of the best

qualified candidates.

Post-Job Offer Screening Process – If the applicant is approved by the oral review board, he/she must successfully complete the following:

- Psychological Examination
- Drug Screening
- Medical Examination
- Tobacco Usage - Candidates will be required to sign an acknowledgement that as a condition of their initial and continued employment they will refrain from any on-duty or off-duty use of tobacco products